

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry
File Accounting 3-3

DD/A 74-4903
13 DEC 1974

MEMORANDUM FOR: Chief, Audit Staff
THROUGH : Inspector General
SUBJECT : Proposed Audit of Office of Communications

1. We are in receipt of your memorandum of 26 November concerning the proposed audit of the Office of Communications.

2. In connection with the plan to conduct a survey to determine if there are any areas in the Office of Communications in which a program review would prove beneficial to Agency management, I should like to underscore the provisions of the Director's memorandum of 4 November on this issue which states that such areas will be selected in coordination with the Deputy Director concerned, that the program audits will be conducted with the cooperation of the appropriate programs staff of the Directorate supervising the unit audited, and, specifically: "... it is expected that the Audit Staff will augment its regular financially-oriented personnel with individuals selected for their specific knowledge and background from a roster composed largely of CIA retirees."

3. The appropriate officer of this Directorate with whom to establish contact concerning the conduct of a program audit in any unit of the Office of Communications will be [redacted] the Directorate Assistant for Resources. Should we mutually decide on a program audit in any unit of the Office of Communications, I will appreciate being notified of the "individuals selected for their specific knowledge and background" when you would propose to utilize on this survey.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Distribution:

Orig - Addse via IG

1 - IG

1 - D/OC

1 - AR/DD/A

~~1~~ - DDA Subject w/DD/A 74-4685 (orig & copies)

1 - DDA Chrono

1 - MCA ~~104~~ 95-B

1 - JFB Chrono

DD/A/JFBlake:jmh [redacted] (12 Dec 74)

STAT

DD/A 74-4685, Memo to D/OC thru DD/A fr C, Audit Staff, dtd
26 November 1974, Subject: Proposed Audit of Office of Communica-
tions

DD/A 74-4346, Memo to Chief, Audit Staff thru IG, fr DCI,
dtd 4 November 1974, Subject: Scope of Audits

ILLEGIB



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Communications	2 Dec.	
2			
3	Att: [Redacted]		
4	DD/A	12/13	
5	Registry - Hold all copies		
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

1-4: Ok with me. jgx.
 Refuse me say
 you're new, do you
 have any questions?
 [Redacted Signature Box]

Att: DD/A 74-4685

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
Deputy Director for Administration		29 Nov 74
<input type="checkbox"/>	UNCLASSIFIED	CONFIDENTIAL
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USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Audit Staff

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

2.

3.

D/CO

2 Dec.

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5.

Audit Staff

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15.

1. This will be the only
"program" audit in DDA in
FY ~~74~~ 75.

STAT

STAT

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26 NOV 1974

MEMORANDUM FOR: Director of Communications
THROUGH : Deputy Director for Administration
SUBJECT : Proposed Audit of Office of Communications

The Audit Staff is planning its annual audit of the Office of Communications. In accordance with Agency audit policy outlined in the Director's Memorandum to the Chief, Audit Staff dated 4 November 1974, we plan to expand the audit beyond our normal financial compliance phase. Initially we plan to conduct a survey to determine if there are any areas within the Office of Communications in which a program review would prove beneficial to Agency management. The review of any area selected would be coordinated with the Deputy Director for Administration and the Director of Communications.

[Redacted Signature Box]

Chief, Audit Staff
Office of Inspector General

STAT

CONCUR:

CONCUR:

[Redacted Signature Box]

STAT

DDA

Distribution:

- Orig - Signature & Filing
- 1 - D/Communications
- 2 - DDA

[Redacted Signature Box]

STAT

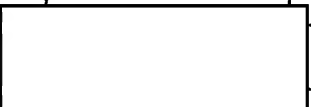
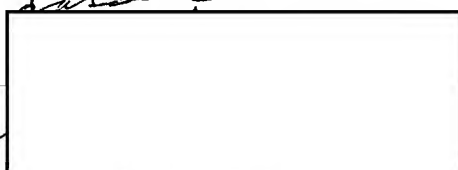
SECRET

TRANSMITTAL SLIP		DATE 25 Nov 74
TO: <i>Audit Staff</i>		
ROOM NO.	BUILDING	
	<i>Key Bldg.</i>	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Director of Communications</i>		
2			
3	<i>Att:</i> 		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>Jack</i> <i>Before we say</i> <i>yes or no, do you</i> <i>have any suggestions?</i>			
Att: DD/A 74-4685			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Administration			29 Nov 74
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FORM NO. 1-67 237 Use previous editions

(40)

DD/A:JFBlake (29 Nov 74)

Distribution:

- Orig RS - Adse w/Orig & 2 of Att
- 1 - DD/A Subject w/cy of Att
- 1 - JFB Chrono

DD/A 74-4685: Memo dtd 26 Nov 74 to D/CO via DD/A
 fr C/AS/OIG, subj: Proposed Audit of Office of
 Communications

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Audit Staff

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA

1. This will be the only "program" audit in DDA in FY 74-75.

2.

3. D/CO

4.

5. Audit Staff

6.

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15.


SECRET

DDA 74-4685

26 NOV 1974

MEMORANDUM FOR: Director of Communications
THROUGH : Deputy Director for Administration
SUBJECT : Proposed Audit of Office of Communications

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Chief, Audit Staff
Office of Inspector General

CONCUR:

CONCUR:

DDA

Distribution:

Orig - Signature & Filing
1 - D/Communications
2 - DDA Chrono, Subject

TRANSMITTAL SLIP		DATE
		25-100 74
TO: DDA		
ROOM NO.	BUILDING	
	Hdgc	
REMARKS:		
FROM: A/S		
ROOM NO.	BUILDING	EXTENSION
	Key	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)